



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

A Special Meeting of this Council was held at The Hub Community Centre, Cambourne on Tuesday 21st June 2016

Present:

Cllr S Crocker (Chairman)

Cllr P Gavigan

Cllr T Hudson

Cllr S Krintas

Cllr Dr G Mehboob

Cllr J Patel

Cllr Mrs R Poulton

Cllr Mrs J Sawford

Cllr G Thompson

In attendance:

John Vickery Parish Clerk

Liz Pinchen Deputy Parish Clerk

No members of the public were in attendance

1. **APOLOGIES**

Apologies for absence were received from Cllr J O'Dwyer, Cllr P Hedges, Cllr K McIntyre

It was:

RESOLVED that the apologies for absence from Cllr J O'Dwyer, Cllr P Hedges and Cllr K McIntyre be approved.

2. **MEMBERS DECLARATION OF INTEREST OR REQUEST FOR DISPENSATION** for items on the agenda.

Cllr S Crocker declared a personal non-disclosable interest in Items on the agenda as a District Councillor.

3. **CHAIRMAN'S ANNOUNCEMENTS**

- If any councillors have still not submitted their election expenses form, even if it is zero this must be done as a matter of urgency. It is a legal requirement.
- Councillors are also requested to complete their Declaration of Interest form and return it to the Parish Office as soon as possible. This is also a legal requirement.

4. **ANNUAL RETURN**

4.1 Section 1 – Annual Governance statement 2015/16

1. The Council considers that the accounts have been prepared in accordance with the Accounts and Audit Regulations.

Signed

Date 5th July 2016

It was:

RESOLVED that Statement 1 be agreed.

2. The Council considers that it has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. The Council has reviewed its Financial Regulations and Risk Assessment.

It was:

RESOLVED that Statement 2 be agreed.

3. The Council considers it has only done what it has the legal power to do so and has complied with proper practices in doing so. The Council has reviewed its Financial Regulations and the Bank Reconciliation is checked in detail by an independent councillor.

It was:

RESOLVED that Statement 3 be agreed.

4. The Council considers that during the year it has given all persons interested the opportunity to inspect and ask questions about the Council's accounts. The Notice of Appointment of Date for the Exercise of Electors' Rights has been displayed on the specified date in five locations around Cambourne and on the Parish Council website.

It was:

RESOLVED that Statement 4 be agreed.

Cllr Dr G Mehboob joined the meeting at this point.

5. The Council considers that it has considered the financial and other risks it faces and has dealt with them properly. The Council has regularly reviewed its insurance cover and updated the Risk Assessment.

It was:

RESOLVED that Statement 5 be agreed.

6. The Council considers that it has arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the Council. The Council appoints an independent Internal Auditor and produces a monthly Bank Reconciliation which is checked by an independent councillor.

It was:

RESOLVED that Statement 6 be agreed.

7. The Council considers that it has responded to matters brought to its attention by internal and external audit.

It was:

Signed

Date 5th July 2016
2-3

RESOLVED that Statement 7 be agreed.

8. The Council considers that it has disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant. Debtors and creditors are shown on the year end accounts.

It was:

RESOLVED that Statement 8 be agreed.

9. The Council does not manage any trusts.

It was:

RESOLVED that Statement 9 is not applicable.

It was:

RESOLVED that the Chairman and the Parish Clerk sign Section 1 of the Annual Return, the Annual Governance Statement 2015/16

4.2 Section 2 – Accounting statements 2015/16

The Parish Clerk reported that the Accounting Statements for 2015/16 have been checked by the internal auditor. The alterations to the figures in sections 6 and 7 were due to retention monies for the Hub extension which should have been shown as a creditor.

It was:

RESOLVED that the Chairman sign Section 2 of the Annual Return, Accounting statements 2015/16

4.3 Internal Auditors Report

The Internal Auditors Report was presented to the Council (Copy attached). The Chairman reported that each item on the report is scored from 1 to 4 with 1 being the highest level. Almost all sections were scored as level 1 and a few at level 2. A narrative report, as requested, is being prepared by the Internal Auditor and will be circulated once received.

It was:

RESOLVED that the Internal Audit Report be received

5. DATE OF NEXT MEETING – 5th July 2016